

# U.S. MISSION, PAKISTAN – CONSULATE GENERAL LAHORE

## VACANCY ANNOUNCEMENT NUMBER: 13-91

<b>OPEN TO:</b>	All Interested Candidates	<b>OPENING DATE:</b>	June 4, 2013
<b>POSITION:</b>	<b>Maintenance Foreman</b> , FSN-6, FP-8*	<b>CLOSING DATE:</b>	June 17, 2013
<b>POSITION NO:</b>	L-52151		
<b>WORK HOURS:</b>	Full-time; 40 hours/week		
<b>SALARY:</b>	*Not-Ordinarily Resident: US\$35,753 p.a. (Starting salary) (Position Grade: FP-8 to be confirmed by Washington) *Ordinarily Resident: Rs.603,027 p.a. (Starting salary) (Position Grade: FSN-6)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Consulate General Lahore is seeking an individual for the position of Maintenance Foreman in the Facilities Management.

### **BASIC FUNCTION OF POSITION:**

Incumbent performs working supervision of maintenance and repair work in eight trade areas in the Facilities Maintenance shop. This includes but is not limited to carpentry, plumbing, air conditioning, electrical, mechanical, Power Generation, masonry and paint. Performs other maintenance related duties as assigned.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### **QUALIFICATIONS REQUIRED:**

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Completion of ten years of education and two years of vocational certificate/diploma in Electrical or Mechanical trade is required.
- 2. EXPERIENCE:** Three years of progressively responsible experience in trade and craft is required. The required experience should include two years as journeyman mechanic and one year in a supervisory position in any trade.
- 3. LANGUAGE:** Level III (Good Working Knowledge) Speaking/Reading/Writing of English and level IV (Fluent) Reading/Speaking/Writing of Urdu are required. Language skills may be tested.
- 4. KNOWLEDGE:** Incumbent must have knowledge of all trades in order to do the major and minor repair of HVAC, Generator, UPS, Elevator Carpentry, Plumbing, Electrical, Mechanical, Power Generation, Masonry and Paint.
- 5. ABILITIES & SKILLS:** Incumbent must have basic computer skills (MS Office Suite). Ability to do some heavy physical labor during overhaul periods is required. A valid Pakistani driving license for Motor Car/Jeep driving license.

**SELECTION PROCESS:**

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily been reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.

**TO APPLY:**

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at [PakJobs@state.gov](mailto:PakJobs@state.gov). The Vacancy Announcement Number (e.g. 13-XX) must be mentioned in the subject line of the email.

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any documents at this stage; you will be informed when your documents are required. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: June 17, 2013**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.